



# Office of the City Clerk

Weekly Report – for Week Ending February 27, 2015

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### City Primary/General 2015 Elections:

**Poll Worker Recruitment and Training** - Staff has recruited 5,012 poll workers out of 6,024 representing 81 percent of the overall recruitment goal. Student placement is at 1,711 of 2,542 or 67 percent and 3,011 poll workers have been trained.

**Vote-By-Mail (VBM)** - To date, a total of 723,698 VBM ballots have been issued and 72,493 voted VBM ballots have been received.

**Supply Pick-Up Day (SPUD)** - SPUD took place at 37 collection depots for poll workers to pick up their Election Day supplies. 1,144 inspectors have picked up their polling place supplies, with 362 to be picked up by Election Day.

**Additional Polling Place Supplies** - This week, staff has been delivering tables and chairs to 213 polling places and will begin delivering equipment to over 100 polling places to make them compliant with the Secretary of State's accessibility guidelines.

**Neighborhood Council Elections** - On February 21, staff attended a town hall meeting hosted by the Department of Neighborhood Empowerment (DONE) to discuss electronic voting.

**In-House Elections** - Candidate filing for the Administration of the Water and Power Employee's Retirement Plan began on February 23 for the April 7, 2015 election. The last day of candidate filing is March 6, 2015

**Ballot Tabulation System Setup** - The Tally system and test decks have been verified and are ready for the official Logic and Accuracy audit of the tabulation and reporting system.

**Election Day Supply Replacement and Troubleshooting System** - The new mobile device application has been completed. This new module will allow the central election headquarter to dispatch supply truck drivers in a more efficient method using real-time data. The mobile application provides driving directions and allows for easy prioritizing of delivery routes. The supply drivers will be able to close calls tickets from the field and automatically receive new assignment through the mobile device.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	20/0
Number of Notices/Publications	12
Number of Contracts Attested	54
Number of Council Files Created	77
Number of Claims Received	145
Number of Referrals	47
Number of Council Meetings	4
Number of Committee Meetings	8

**Electronic Claim for Damages form** - A survey using Survey Monkey services was created and placed on the electronic Claims form "Thank You" webpage. The feedback from the Public will be used to make improvements.

## TOP ITEMS

- **5,012 Poll Workers Recruited**
- **3,011 Poll Workers Trained**
- **Survey Monkey Implemented for Claims Against the City**
- **Four Business Improvement District 2015 Annual Reports Approved by Committee**



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**New Council Notification Letter** - We have modified and automated the Council notification letter which is sent to departments following a Council action. Roll out is expected in March.

**Novus Electronic Document Submission** - We are currently working on a video tutorial for the electronic document system to enhance training for current and future City employees and expect it to be available on our Intranet by April.

### **Neighborhood and Business Improvement Districts:**

The Economic Development Committee approved the 2015 Annual Planning Reports for the Fashion District, Encino Commons, Old Granada Village, and Melrose Business Improvement Districts.

Staff had orientation meeting with new LATMD personnel and attended a meeting relative to a sidewalk program for the Southpark Business Improvement District.

**Microfilm Conversion of City Council Minutes** - Fifteen reels of microfilm were converted to a digital format this week. The City Council minutes are now available on line back to November of 1917. A total of 14,164 records are now available online to the general public.

**Records Destruction** - Lists were prepared for six departments of over 7,700 boxes of records in the City Records Center that are eligible for destruction. To date for this calendar year, 17 departments have been notified. Reports and notifications will continue to be assembled.

**Research** - The City Archives responded to an inquiry about the speeches of a past Mayoral Administration from the California State Library.

**Fiscal** - Staff commenced working on the prior year encumbrance exercise, submitted the certification of full disclosure for the 2013-2014 Financial and Single Audits to the Controller's Office, addressed budgetary questions from the CAO's Office, received a CPRA request pertaining to discretionary fund expenditures for Council District 4, processed transfer and invoice payments for various Council controlled trust funds, and continued working with Iron Mountain to finalize their contract amendment.

**AB1290/Council** - Staff closed out one contract, has two new contracts in process and processed one request for payment.

**General City Purposes** - Staff received 21 GCP allocation requests and processed 9 invoices for payment.

**Personnel** - Staff completed a salary report for CLA on all Council Offices and CLA, worked on a salary and classification report for CLA, attended the Personnel Department Neo Gov, contacted candidates and scheduled interviews for a vacant Management Analyst position, completed online Workplace Violence Prevention Training, and met with Council Office Management regarding improving office practices and mitigating risk.

### **ISSUES**

None to report.

### **UPCOMING. . .**

**Election Day is March 3, 2015** - Polls are open from 7am-8pm.

**New Council Notification Letter** - Rollout of automated Council notification letters - March 2015.

**Novus Electronic Document Submission Training Video** - Release in April 2015.